

**MINUTES**  
**TOMSA board meeting**  
**Monday, April 21, 2014**

The meeting was video recorded. Unlike many past meetings when noise from the HVAC duct made discussion inaudible, the HVAC system wasn't running at this meeting. If you have any questions about what was discussed, call TOMSA at 732-495-1010.

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The **public meeting** began at 8 p.m. and ended at 9:45 p.m. **An executive** session began at 9:55 p.m.

**Board members present:** Michael Ostrander (alternate, *participated via phone*), Emil Wrede (vice chair), Chantal Bouw (chair), Charles Rogers, Andrew Zapcic, Joan Smith (Secretary/Treasurer), and Tom Stokes (alternate).

**Also present** were Raymond Nierstedt (director), Richard Leahey (attorney), John Van Dorpe (engineer), William Meyler (auditor), Brian Rischman (staff engineer), Brian Hrycyk (superintendent) and Marie Schillberg (recording secretary). A stenographer was also present for the hearing. George Nole (maintenance manager) may or may not have been present (he is not heard on the audio or seen on the video).

**Public Hearing on revised service fee schedule:**

TOMSA staff and professionals gave testimony as to authority operating expenses and the need for additional funding for capital projects. For solvency, an increase of \$5 in the quarterly charge was recommended. The rate increase, which generates an extra \$520K in revenue annually, is to be used to fund capital projects that have an expected price tag of \$13 million over the next 4 years.

Stokes asked if the extra monies would be sufficient to cover costs. He was told that TOMSA would also avail itself of reserves and bonding. Stokes asked if any areas could be reviewed to reduce costs. He also suggested a separate fund/fee – separate from regular operating funds – for mitigation efforts. Van Dorpe noted that many projects relate to regular operations, such as replacing equipment at the end of its useful life.

The director called for public comments. There were none, and the hearing concluded.

**Resolution 32-2014** – Revised Service Fee Schedule - Adopted 5-0. **The residential quarterly charge is increased to \$75. The commercial rate is increased from \$4.67 to \$5.00 per 1000 gallons.**

**The minutes for the March 17, 2014 regular meeting** were adopted, 5-0. The agenda does not state if these are the minutes for the public session or executive session or both, and no mention was made at the meeting. (Typically, the minutes adopted here are the public session minutes only.)

**The consent agenda** was adopted (**Resolutions 33/14 through 36/14**). This includes payment of operating bills, payment from certain accounts and movement of monies between accounts designated for specific purposes.

**Engineer's report:**

- CoGen project – The EIT funding application is in and they are awaiting response.
- Pump stations - Generators are to be converted from propane to natural gas. Gas company applications have been submitted.
- Emory Drive pump station - The permit has been received for the force main work. The only issue now is the Navy Station easement.
- The control station floor (slab) needs repair. The tile is uneven. This is a new addition to the repair list. The cost is \$15K potentially.

**Engineer's sub-division report** (*video time stamp 00:56:00*)

**Resolution 37-2014** – Preliminary and final application for #425, Memorial Hospital for Cancer and Allied Diseases – Adopted 5-0. This is the Sloan Kettering application. The occupant's engineer had requested an 8-inch lateral. Van Dorpe feels a 6-inch lateral will suffice, but said that neither option impacts TOMSA. He said that usage/flow is expected to decrease slightly from that of the prior occupant.

**Executive Director's report:**

- No lost-time accidents in the last month.
- Annual lab inspection – Went well. Involves seminar attendance (NJ Water Environment Conference) and follow-up compliance steps and treatment plan.
- 5.18 M gallons is the flow for last month, expected to be 6-6.5 M gallons for April in line with wet weather.
- **A settlement has been reached between the NJ DEP and Coastal Discharge Group (CDG)** with regard to a matter that dates back to 2007. The matter concerns:
  1. A higher dilution requirement and release limits for contaminants -- Outfall distances were discussed, and it was noted that TOMSA exceeds the dilution minimum requirement.
  2. Ammonia testing -- TOMSA has done ammonia testing daily for several years at a cost of \$8 per day and will now move to a once-per-quarter testing schedule.
  3. A data request by CDG -- CDG asked TOMSA for 5 years worth of data in Excel format, and Nierstedt said CDG received it. He noted that this request for electronic records was easy to fill. He said the DEP complaint included criticism of TOMSA computer systems and software not being compatible with current standards, but that this was due to the DEP sitting on the submission for years.
- A \$449 check was received from FEMA for an adjustment.
- **TOMSA will auction off (via sealed bid process) several vehicles.** (*Discussion at video time stamp 01:09:00*) It was noted that replacement of the vehicles (or at least 2 of the 3) is anticipated in the annual capital budget, where the general rule is to replace a vehicle when it reaches 100K miles. One board member asked about leasing. Formal approval for the sale was not required by the board. The auction will be publicly advertised:
  1. **2006 Ford F250 truck** with utility body, 145K miles, original price \$26,452 with current value of about \$10K
  2. **2006 Dodge Dakota**, 101K miles, \$16K original purchase price, current value of about \$6K.
  3. **2010 Chevy pickup**, 109K miles, \$30K original purchase price, value of about \$20K now.
- Five applications had been received for **summer workers** for the period May-August approximately. It was noted that these persons do maintenance tasks like painting and grass cutting and do not get involved with the authority's operations.
- There were 25 system calls during March that included 9 blockages, 13 lateral dig-ups (performed by Rock Solid Construction), and 2 in-plant valve repairs.
- **Staffing** was discussed. One mechanic is out on disability and may not return. One operating system worker is resigning/moving and is being replaced with a second shift staffer, creating a vacancy for the 2<sup>nd</sup> shift. There has been no interest in-house in the vacant spot, so the **job will be publicly advertised**. TOMSA recently hired a new mechanic, Jessie Matthews, who is well recommended. Matthews' job is a new position, not a replacement.
- **Other projects underway or under consideration this year:** (*video time stamp 01:20:00*)
  1. **Wireless project for pump stations** – To start, there would be a \$50K contract with the same engineering firm that did the work originally. This professional contract and the project itself are not part of the \$13M bundle of capital improvements discussed earlier.
  2. **GIS mapping / GPS basins** - This project is underway.
  3. **Flood hazard mitigation** – TOMSA is looking into whether this work is reimbursable.
  4. **\$300K "I & I" project** - This project is currently slated for 2015 but is under consideration for 2014. There were 3 "I & I" projects in 2011 related to the Bamm Hollow development.
  5. **Basin replacement** - One basin is replaced every ten years. Basin #6 is due.
  6. **Phone system** - TOMSA is looking into replacing its aging phone system.
  7. **Scanning of documents** – (*video time stamp 01:23:00*) TOMSA is looking to contract out the scanning of large documents (e.g., easements). There are about 20,000 such documents to scan, so this is a large project. TOMSA does not currently have the equipment to do this. Scanning is in order to upend these documents into TOMSA's ViewWorks system.
  8. **ADA transition plan** - (*video time stamp 01:25:00*) A number of upgrades are planned for ADA compliance. Completion is expected in 2015. Lack of funding right now is delaying completion of all ADA upgrades. TOMSA's attorney suggested moving ahead with one ADA upgrade that is a key project.

- The biennial cost for the actuarial analysis of “PEMB” liability was mentioned. This is the analysis of post-employment medical benefits paid by TOMSA. The analysis is done every two years, where a cost of living adjustment (COLA) factor is applied in the off year.

**Resolution 38-2014** – Approving the settlement of the Authority’s NJPDES system permit appeal and authorizing the executive director to execute all necessary settlement documents. This relates to the Coastal Discharge Group matter discussed above.

**Resolution 39-2014** – To hire Jessie Matthews as a probationary employee in the maintenance department. Adopted 5-0. It was noted that the hire is probationary because it takes a few weeks to complete the routine background check.

**Staff Engineer’s report:**

- **FEMA** applications for pump station damage mitigation was discussed. The application deadline has been pushed back multiple times, but TOMSA applications are in. It is hoped that the earlier submission will put TOMSA at the head of the queue, so to speak. State funding is being sought as well.
- An **Energy Allocation Grant** for a new generator was discussed. A portion of this grant goes to the township.
- TOMSA has appealed FEMA reductions to its claim. \$100K-\$200K is at stake.
- TOMSA is working with Maser Consulting on EIT funding specs.
- Work is being done to reduce **diesel emissions** from vehicles in line with a DEP program requirement.
- Atlantic Highlands /Highlands flow volumes are being monitored.
- There is a required DEP upgrade related to payroll & hardware that is expected to be completed in the next couple of weeks.

**Board member comments:**

The chairperson brought up TOMSA’s participation in Middletown 350 and the **June 21** parade. The chair requested that the director seek volunteers and check if a truck and driver are available for the parade.

**PUBLIC COMMENT PERIOD:**

There were no public comments.

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Following the public comment period, the attorney read a general statement announcing the board’s intent to enter **executive session**, which began at about 9:55 PM.